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CHECKLISTS FOR CONSULAR REPORTS OF BIRTH ABROAD (CRBA), MINOR U.S.

PASSPORT APPLICATIONS, AND U.S. SOCIAL SECURITY APPLICATIONS

- Consular Reports of Birth Abroad can only be prepared if the child is less than 18 years old at the time the birth is reported.
- Children are required be present at the time of application with **both parents**. NOTARIZED Parental consent and signatures are mandatory.

What you need to bring to the appointment: (see the following pages for detailed instructions)

- ☐ Completed application for a Consular Report of Birth Abroad of a Citizen of the United States of America (Form DS-2029) (<http://www.state.gov/documents/organization/156216.pdf>);
- ☐ Completed Application for a U.S. Passport (Form DS-11) (http://travel.state.gov/passport/forms/ds11/ds11_842.html);
- ☐ If the child does not have a U.S. social security number, before the appointment, download and complete Form SS-5 : (<http://www.ssa.gov/online/ss-5fs.pdf>);
- ☐ The child's French birth certificate ("copie intégrale de l'acte de naissance") ; FOR CHILDREN BORN IN ANOTHER COUNTRY, THE BIRTH CERTIFICATE OF THAT COUNTRY AND ITS SWORN TRANSLATION
- ☐ Evidence of the parent(s) U.S. citizenship. This may consist of a U.S. passport, Consular Report of Birth, Naturalization Certificate, Certificate of Citizenship, or U.S. birth certificate,
- ☐ Identification of Parent(s)/Guardian(s) (and/or parental consent if only one parent accompanies the child);
- ☐ If only one parent is an American citizen, provide documentation of his/her actual dates of U.S. residency (in order to transmit citizenship, the U.S. citizen parent must be able to prove that he has been physically present in the U.S. for 5 years prior to the child's birth, 2 of which were after age 14);
- ☐ Parents' marriage certificate for children born in wedlock, or the French "livret de famille" for marriages in France;
- ☐ Evidence of the termination of any previous marriages of the parents (divorce decree, annulment decree, or death certificate);
- ☐ One U.S.-sized passport photo;
- ☐ A self-addressed Chronopost France Métropolitaine envelope;
- ☐ Major credit card to pay the Passport Fee of \$105 and the Report of Birth Abroad Fee of \$100.

Once we have STARTED THE PROCESS WITH the complete passport application, it takes approximately **two to three weeks** for you to receive your new 5-year validity passport as well as the Certificate of Report of Birth Abroad. It takes a few more weeks to receive the

ADDITIONAL GUIDANCE AND INSTRUCTIONS FOR REPORT OF BIRTH ABROAD, FIRST PASSPORT AND SSN.

Congratulations on the birth of your new child!

U.S. citizens with children who were born outside the United States must register them at the nearest U.S. embassy or consulate in order to document them as U.S. citizens. American citizens can register the birth of their children born abroad with the American Citizen Services Unit as well as obtain a first passport and social security number for newborn children. In the registration process, a Consul determines the eligibility of U.S. citizen parents to “transmit” citizenship to the child. Only the child's U.S. parent(s) or legal guardian(s) may apply for a Consular Report of Birth Abroad on a child's behalf.

A first passport may only be issued after the Consular Report of Birth has been filed. Even if your child holds nationality of a country other than the U.S., if your child has a claim to citizenship, he or she must be in possession of a valid U.S. passport to enter and exit the United States.

Upon registration, the child will be issued a Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240). This document is a basic citizenship document. In the United States, it may be easier to present this document as a birth certificate in place of a foreign birth certificate. Once the Consular Report of Birth Abroad of a Citizen of the United States of America (Form FS-240) has been filed, copies may be obtained at the U.S. Department of State - Bureau of Consular Affairs by following this link:
http://travel.state.gov/law/info/overseas/overseas_703.html.

When should you register the birth of your child?

U.S. citizen parents should register their children as soon as possible, but **it is imperative that registrations be processed before the children reach eighteen years of age**. A Consular Report of Birth Abroad cannot be prepared if the child is 18 years old or more at the time the birth is reported. Persons born abroad who are more than 18 years of age and who believe they have a claim to U.S. citizenship, but who have never been documented as a U.S. citizen, should apply to the nearest American Embassy or Consulate for information and assistance in investigating their claim to U.S. nationality.

U.S. Law on the Transmission of U.S. Citizenship

The requirements of U.S. law for the transmission of U.S. citizenship to a child are set forth as follows. This information will assist you in determining whether your child is a U.S. citizen and will provide assistance in the steps you are required to take to register the birth and obtain his or her passport.

First Step – Determine if the child can acquire U.S. citizenship

Determine the Parents' Status and U.S. Physical Presence of American Parent – Which of the following describes your situation?

a) Children born in wedlock to two U.S. citizen parents?

If either parent has resided in the United States prior to the birth of the child, the child acquires U.S. citizenship (Note: residence is defined as the place of general abode.)

b) Children born in wedlock to one U.S. citizen and one foreign parent?

The U.S. citizen parent must have been physically present in the United States for a period (or periods totaling) five years prior to the birth of the child, at least two of which were after the U.S. citizen parent reached the age of fourteen years. This period of physical presence must have taken place prior to the birth of the child. (See information provided below concerning determination of physical presence.)

c) Children born out of wedlock to a U.S. citizen mother?

The U.S. citizen mother must have been physically present in the United States for a continuous period of at least one year before the child's birth.

d) Children born out of wedlock to a U.S. citizen father and a foreign mother?

A child born out of wedlock to a U.S. citizen father and a foreign mother may acquire U.S. citizenship at birth based upon clear and convincing evidence of paternity. The father must have been physically present in the United States for a period (or periods) totaling five years prior to the child's birth, at least two of which were after the father reached the age of fourteen years.

- In addition, the U.S. citizen father must sign a written agreement to provide financial support until the child reaches the age of eighteen years;
- make a statement under oath acknowledging parentage, [Form DS-5507, Affidavit of Parentage, Physical Presence and Support](#) - complete all 4 pages.

OR

the child is legitimated under the law of the child's residence or domicile,

OR

the paternity of the child has been adjudicated and established by a competent court.

What does *physical presence* mean?

Physical presence is counted as the time the parent was actually in the United States. If the parent had residence in the U.S. but spent most of his/her time traveling or living abroad, only the time actually spent in the U.S. counts as physical presence. Physical presence need not be continuous; visits of any length to the U.S. count towards fulfilling physical presence requirements. Any periods spent outside of the U.S., even short vacations, must be accounted for in listing physical presence.

Time when the parent is not present in the U.S. for the following reasons may also be counted as physical presence in the U.S. for the purpose of transmitting U.S. citizenship:

- honorable service in the United States Armed Forces
- employment with the U.S. Government or with certain international organizations
- residence overseas as a dependant, unmarried son or daughter and a member of the household of an employee of the U.S. Government or certain international organizations

Note: These provisions do not apply in the case of a child born out of wedlock to a U.S. citizen mother. The continuous year must be in the United States and may not be satisfied through time as a United States Government employee or dependent overseas.

The Child Citizenship Act of 2000

If you are an American citizen but do not have enough physical presence to transmit your U.S. nationality to your child, please refer to the following website page concerning the [Child Citizenship Act of 2000](#).

Next Steps: Schedule an appointment, complete the application form, and gather documents

- ☐ **Complete the [Application for a Consular Report of Birth Abroad of a Citizen of the United States of America \(DS-2029\)](#)** as fully and completely as possible before the appointment.

Instructions are on the first page of the application form. Please read and follow them carefully. Complete the information requested in section A, numbers 1-15, on the application form. If you have any doubts about the information requested, please leave those areas blank until you have discussed them with a Consular assistant.

It is extremely important that you list all dates required in Question # 12 on the the application [Form DS-2029](#) ("Precise Periods of Physical Presence in United States") and that you can submit documentary evidence to support the dates of physical presence in the United States. If it is not clear that the parent has more than enough physical presence in the United States, it is important to obtain the exact dates of the parent's entries and departures.

Documentary evidence of physical presence may be submitted in the form of:

- ☐ expired passports showing entries into or departures from the United States and other countries;
 - ☐ school, and employment records;
 - ☐ tax withholding statements;
 - ☐ bank, credit card records;
 - ☐ frequent flyer records;
 - ☐ boarding passes;
 - ☐ and other such documents that establish periods of U.S. physical presence.
- ☐ **Bring the following documentary evidence:** All documentation submitted must be originals or certified copies of the originals.
 - ☐ The child's birth certificate LISTING THE NAMES OF THE PARENTS;
 - ☐ Evidence of the parent(s) U.S. citizenship. This may consist of a U.S. passport, Consular Report of Birth, Naturalization Certificate, Certificate of Citizenship, or U.S. birth certificate;
 - ☐ Parents' marriage certificate;
 - ☐ Evidence of the termination of any previous marriages of the parents (divorce decree, annulment decree, or death certificate).
 - ☐ **Complete and Submit [Form DS-11: Application for a U.S. Passport](#) prior to the appointment.** **Completing Form DS-11 online:** make sure that all entered information is complete and correct before printing. Include emergency contact information and Social Security Number. Print the completed form using black ink on one-sided pages.

Completing Form DS-11 by hand: Use black ink and print legibly. Ensure entered information is complete and correct. Illegible applications may delay application processing time.

Note: online version of the passport application form provides instructions for use in the United States which do not apply to your application in France. Please follow the instructions provided here.

DO NOT SIGN Form DS-11 until you are instructed to do so by a Consular Officer.

☐ **Provide Parental Consent if only one parent accompanies the child**

If only one parent accompanies the child, the non-applying parent must submit a notarized Form DS-3053, Statement of Consent: Issuance of a Passport to a Minor Under Age 16, and a copy of his/her identification, i.e., passport, driver license.

Important Note: The written consent from the non-applying parent that accompanies an application for a new passport must be less than 3 months old. New written consent from the non-applying parent must be obtained and submitted with any future passport application for the minor under age 16.

1. Both parents will appear together and sign the application form (DS-11) in the presence of a Consular Officer **or**;
2. One parent appears and signs and submits the non-appearing parent's signed, **notarized** form DS-3053 "Statement of Consent: Issuance of a Passport to a Minor Under Age 16" which authorizes passport issuance for the child, together with the non-appearing parent's signed photo identification (copy or original document). The non-appearing parent's signature may be certified by U.S. notary public, a French notaire or maire **or**;
3. One parent with sole legal custody, or a third party (in Loco Parentis applying on behalf of a minor under the age of 16) must refer to the State Department webpage entry Provide Parental Consent (Step 7) for necessary, mandatory documentation..

Note: For one parent (with sole legal custody) – if none of the documentation in Step 7 of the State Department website page concerning Parental Consent is available, the applying parent must submit Form DS-3053 stating why the non-applying parent/guardian's consent cannot be obtained.

☐ **Identification of Parent(s)/Guardian(s)**

Both parent(s)/guardian(s) must present acceptable identification at the time of application:

- ☐ Previously issued, undamaged U.S. or foreign passport;
- ☐ Naturalization Certificate;
- ☐ Valid U.S. Driver's License;

- ☐ Current Government Employee ID (city, state or federal);
- ☐ Current U.S. Military ID (military and dependents).
- ☐ **Provide One Passport Photo:** Submit one U.S. [passport size photo](#)
 - Please read and follow the instructions provided in this link for detailed photo guidance (<http://photos.state.gov/libraries/france/5/acs/photographers.pdf>)
 - One (1) unsigned, color photographs, taken within the past six months.
 - Photograph background must be white or off-white. Square image, exactly 2 x 2 inches (5 x 5 centimeters).
- ☐ **Provide a self-addressed Chronopost France Métropolitaine envelope for the return of the passport**
 - All passports are returned by Chronopost envelope, which guarantees faster and more secure return of your minor's passport. Chronoposts may be purchased at any French post office.
- ☐ **Passport fee (\$100) and Report of Birth fee (\$105) – Payment by major credit card only** - charged in U.S. dollars. *Cash and checks are not accepted.* To find the equivalent in Euros, please refer to this table for the [Embassy's exchange rates](#) (http://france.usembassy.gov/ucs_exchangerate.html)